

Cooperative Usage Reports - Excel Upload

This document is a quick-reference guide for procurement users who need to submit Cooperative Usage Reports in the Arizona Procurement Portal (APP) using the Excel Upload feature. If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: https://spo.az.gov/.

This reference guide will outline the new Quarterly Cooperative Usage Reporting process for suppliers in the new Co-Op Reporting Module in APP, using the Excel Upload function.

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- 1. Login to APP
- 2. Navigate to the Cooperative Usage Reports page by clicking the **Cooperative Reports** link located at the bottom right of the APP homepage.



3. Next, click the pencil icon to the left of the report you wish to edit and submit.



4. First, select your **Payment Method**. If paying electronically select, **Pay Now**. If paying by check, select Pay with Physical Check.

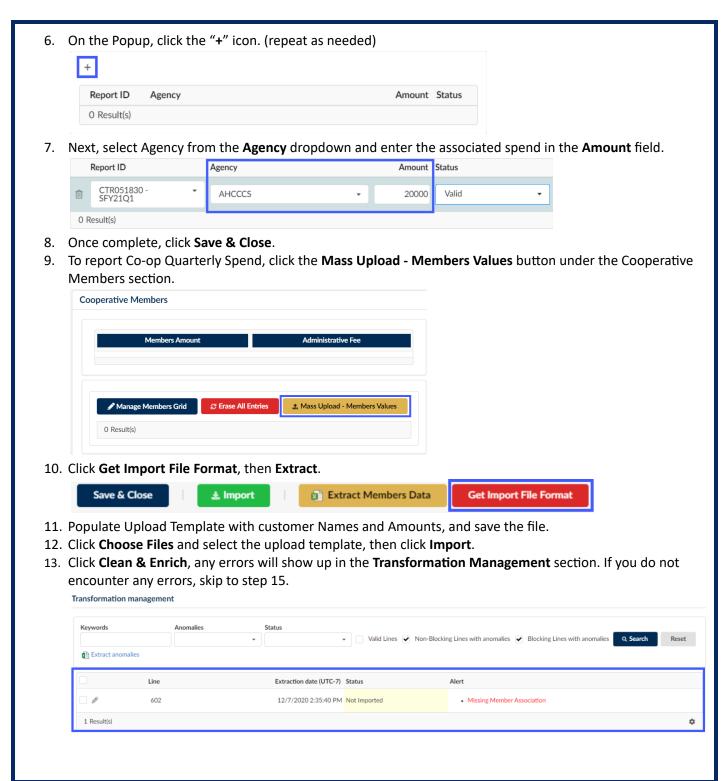


5. Next, add additional Agency spend by clicking the Manage Agencies Grid button (if needed).



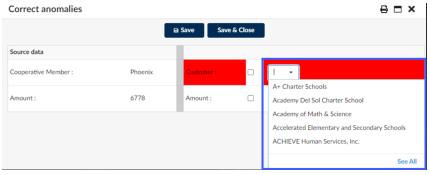
Note: APP will automatically populate the Agencies section with the spend data found in the system.



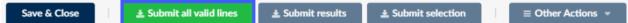




14. To correct any errors, click the pencil icon on the left side, and use the dropdown to select the intended Co-op Member, then click **Save & Close**.



15. Uncheck the filter boxes in the Transformation Management section and click **Search**. Next click **Submit all valid lines** at the top of the page.



16. Click **Publish** on the left side of the screen, then click the green **Publish** button at the top of the window. Once the data saves, close the window.



17. The member spend data will be saved, and you can continue to pay the report. Refer to the <u>Submitting</u> <u>Cooperative Usage Report Payments</u> Quick Reference Guide for more information.